



Richard M. Machesky, Ed.D.
Superintendent of Schools

Athletics
201 W. Square Lake Rd.
Troy, Michigan 48098-4777
248.823.5154
248.823.5133 Fax

Tim Fulcher
Director, Athletics

August 6, 2019

Dear Troy School District High School Family,

We are very excited to announce that the Troy School District has partnered with FinalForms, an online forms and data management service, for athletics. FinalForms allows you to complete and sign athletic participation forms for your student-athletes. The most exciting news is that FinalForms saves data from season-to-season and year-to-year, meaning that you will never need to enter the same information twice! FinalForms also pre-populates information wherever possible, for each of your student-athletes, saving you time.

You may review your data at any time to verify it is current. You will be required to sign your forms once per year and after any update.

The Parent Playbook information is below and contains a link to get started in FinalForms. If you require any support during the process, scroll to the page bottom and click "Use Support".

We are asking that ALL parents of student-athletes use FinalForms.

Please register at: <https://troy-mi.finalforms.com> and follow the prompts to create your account, create your student-athletes and sign your forms.

Note: If your student is NEW to the district (kindergarteners and transfers), please be sure to click the "New to District" checkbox when registering your student.

Thank you for your assistance in streamlining our paperwork processes. Please contact your building's athletic department or me with any questions.

Sincerely,

Tim Fulcher
tfulcher@troy.k12.mi.us



PARENT REGISTRATION

HOW DO I SIGN UP?

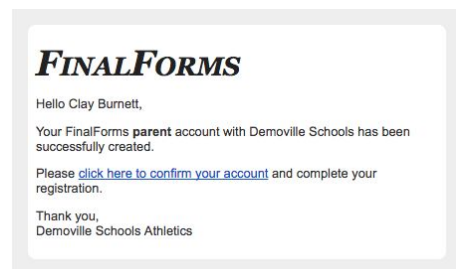
1. Go to <https://troy-mi.finalforms.com>
2. Click **NEW ACCOUNT** under the Parent Icon.
3. Type your NAME, DATE OF BIRTH, and EMAIL; then click **REGISTER**.
4. Check your Email for a FinalForms Email, and click **CONFIRM YOUR ACCOUNT** in the email text.



Parent

→ LOGIN

* NEW ACCOUNT



NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, check your spam folder. If you still do not see the FinalForms email, please email support@finalforms.com.

5. Create your new FinalForms password and click **CONFIRM ACCOUNT**.
6. Click **REGISTER STUDENT** for your first child.

FINALFORMS™

REGISTERING A STUDENT

WHAT INFO WILL I NEED?

- Basic Medical History & Health Information
- Doctor & Dentist Contact Information
- Insurance Company & Policy Number
- Hospital Preference

HOW DO I REGISTER MY FIRST STUDENT?

*****IMPORTANT***** If you have followed the steps on the previous page, you may Jump to Step 3.

1. Go to <https://troy-mi.finalforms.com>

2. Click **LOGIN** under the Parent Icon.



Parent

LOGIN

NEW ACCOUNT

3. Click **REGISTER STUDENT**

4. Type in LEGAL NAME and other basic information about the student. Click **CREATE STUDENT**.

5. **If your student plans to participate in a sport, activity, or club**, please click the checkbox for each. Click **UPDATE** after making your selection.

NOTE: A selection can be changed any time until the registration deadline.

6. Complete each form and sign your full name (i.e. 'John Smith') into the Parent Signature field at the bottom of the page. After signing, click **SUBMIT FORM** and move on to the next form.

7. When all forms are complete, you will see a 'Forms Finished' message. **Forms finished!**

8. *****IMPORTANT***** If required, an email will automatically be sent to the email address that you provided for your Student prompting him/her to sign required Student forms.

HOW DO I REGISTER ADDITIONAL STUDENTS?

Click MY STUDENTS. You may repeat steps 3 through 7 for each additional Student.

HOW DO I UPDATE INFORMATION?

LOGIN at any time and click **UPDATE FORMS** to update information for any Student.